

Job Description and Person Specification

DATE	SIGNATURE

Role

Assistant Headteacher
Beckfoot Trust
Salary/Grade: Leadership
Reporting to: Headteacher

JOB DESCRIPTION

Corporate Responsibilities

- In addition to the highest standards of teaching as a talented practitioner, will provide dynamic and professional leadership and management, supporting the Headteacher in securing great outcomes, fully committed to raising attainment and supporting pupils to achieve top 10% outcomes in a remarkable learning environment.
- Uphold and fulfil professional duties and responsibilities in line with the current School Teachers Pay and Conditions Document and Teacher Standards
- Adhere to the principles of alignment in the One Trust Contract
- Ensure probity, propriety and adherence to the Nolan Principles both in your personal conduct and throughout the Trust.
- Contribute to a culture of relentless improvement, where feedback is a gift
- Lead and uphold an individual and organisational commitment to safeguarding and promoting the well-being of children; being hyper-vigilant in all interactions with pupils and adults and reporting any concerns or suspicions, no matter how small, to the Designated Safeguarding Lead (Pupils) / Headteacher (Staff)
- Comply with all policies, procedures, working practices and regulations, in particular, Child Protection, Equality and Diversity, Health and Safety, Confidentiality, Data Protection, Financial Regulations in line with our Scheme of Delegation
- Be accountable to and carry out any reasonable request from the Headteacher / Line Manager

This role involves engaging with pupils in regulated activity relevant to children.

Key Duties and Responsibilities

- Provide inspirational leadership, creating a team ethic and providing challenge and support to deliver on objectives in line with the School Improvement Plan
- Support the Headteacher in the development and implementation of key curriculum, faculty, and whole school initiatives, creating remarkable outcomes and experiences for learners
- Develop a culture that enables all staff to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- To contribute to the shaping of the school 3 year Strategic Vision, the annual Improvement Plan and Self Evaluation process which, through consultation, identifies appropriate priorities and targets for ensuring that pupils achieve high standards, make progress, are safe and enjoy their learning and work.
- To oversee specific elements of the school improvement strategy as defined by the Headteacher
- Leading specific initiatives and co-ordinating development programmes to ensure the school promotes and achieves the highest standards of learning and teaching, attendance, behaviour and outcomes;
- To support the Headteacher in leading the school through all external reviews and inspections.
- To monitor, evaluate, analyse and review the effectiveness of the school's policies linked to the role.
- Plan and teach appropriate and well-structured lessons demonstrating evidence informed practice and high expectation for pupils to progress
- Motivate and inspire pupils, providing high challenge, high support, developing self-regulation and metacognition
- Work with colleagues to implement an appropriately broad, balanced, relevant, and differentiated curriculum
- Set and review completed work in the classroom and at home and provide constructive feedback
- Track, assess and report on the progress, development, and attainment of assigned pupils
- Set and encourage consistently high standards of conduct from pupils and manage behaviour in line with the policy of the school.
- Provide a safe, secure, and healthy environment for pupils to maximise potential
- Appreciate, engage with, and support the role of other professionals, partners, and colleagues to facilitate raising the attainment of pupils
- Build and maintain effective communication with pupils and families about progress, opportunities and plans pertinent to their child
- Attend meetings and undertake duties as required in line with school calendar, sharing expertise and supporting others
- Participate in and organise extracurricular /enrichment activities, such as outings, social activities, and sporting events to enhance learning and engagement
- Contribute to school improvement planning, support the life of the school and work within the overall aims and objectives of the school
- Maintain accurate records using relevant systems in line with policies and records management procedures

JOB DESCRIPTION

Professional Development

- Be committed to own professional development, demonstrating the desire to be better tomorrow than you are today
- Establish and participate in training opportunities, meetings, and networks to support and maintain excellent skills, techniques and knowledge in teaching role
- Seek feedback and act on it to improve performance within and beyond formal coaching and appraisal opportunities
- Actively engage in the school coaching offer and appraisal process
- Under-go regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD)

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All successful staff will undertake an Enhanced Disclosure and Barring Service Check.

The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Date: October 2023

This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks.

Post-holders are expected to undertake work in line with the level and pay band of the post determined by the Line Manager. The Job Description will be reviewed with the post-holder in relation to need or on an annual basis through appraisal and whole-Trust review of strategy and effectiveness.

PERSON SPECIFICATION

Assistant Headteacher

	Essential Requirements	Desirable Requirements	How Identified
Qualifications	• A good honours degree in relevant subject / discipline • Qualified Teacher Status • Evidence of relevant CPD activities		• Application
Experience	• Recent and relevant successful teaching experience / ability • Successful leadership experience. • Experience of leading whole school improvement initiatives across the school. • Working within a Trust setting and School Improvement at scale. • Collaborative Practice.		• Application • Interview
Knowledge, Skills and Ability	• A commitment to developing into an outstanding teacher and desire for significant professional development • Excellent knowledge of subject/s, national curriculum requirements and exam specifications • Ability to motivate and inspire children to learn • Ability to set and deliver high standards of behaviour for learning • An understanding of the need to reduce the gap between those who are disadvantaged and those who are not • Ability to establish and maintain positive relationships with pupils and staff • Ability to lead collaborative planning and ability to work in a team. • Knowledge and understanding of wider issues in education • Knowledge of a range of strategies to raise attainment • An understanding of how to use data to raise standards • Understanding of SEND • Understanding of Ofsted framework • Ability to implement intervention strategies which can deliver rapid improvement		• Application • Interview
Character/ Values	• High commitment to safeguarding and promoting the welfare of children • A passion for education and a deep-felt desire to make a difference for young people • Commitment to the Trust agenda for inclusion, diversity, and equality	• Understand the importance of work/ life balance • Resilient, flexible and hardworking • Interest in the Trust's wider role in the community	• Application • Interview

PERSON SPECIFICATION

	Essential Requirements	Desirable Requirements	How Identified
Personal Circumstances	- Driven by values and aligned to the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership - Humility: a recognition that the more you know, the less you know! Not being afraid to say, 'I don't know' - Emotionally intelligent: know when to direct and when to challenge - Present a positive perspective; able to listen and show awareness of other's sensitivities; have personal pride and lead by example		- References - Interview
	- Legally entitled to work in the UK - Able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 - Flexible to support out of hours activity on occasion		